

# Registration Package



by Liwa Education ليوا للتعليم

# Registration procedure



Welcome to Teddy Bear Nursery where play is a priority on your child's educational journey of discovery, learning, exploration, and fun!

## 1 Pay the registration fee of AED 1,500 due upon registering your child - Non-refundable.

This payment does not confirm your child's placement in the nursery until the tuition fee is paid in full by the due dates.

## 2 Submit application form(s) to the office for processing and filing:

- A. Admission form with required documents:
- Three passport size photographs
  - Photocopy of parents and child's passport (Residence Visa)
  - Photocopy of birth certificate
  - Photocopy of vaccination card
  - ADDC premises ID
  - Original parents and child Emirates ID at the time of registration
- B. Medical form  
C. Enrolment preference  
D. Indemnity form  
E. Parents security pass form

## 3 Pay the tuition fee in full on due dates as per payment schedule and deadlines as per the fees policy (attached).

Please note that the child will not be admitted until accounts are settled.

## Fees Structure (AED):

Option A			Option B		
2 Days 8am - 2pm			3 Days 8am - 2pm		
Term I	Term II	Term III	Term I	Term II	Term III
6,500	6,500	6,500	8,000	8,000	8,000

Option C			Option D		
4 Days 8am - 2pm			5 Days 8am - 2pm		
Term I	Term II	Term III	Term I	Term II	Term III
9,500	9,500	9,500	11,000	11,000	11,000

*Extended Day after 2pm (cost per Term)			
Options	2 - 3pm	2 - 4pm	2 - 5pm
2 days	480	960	1,440
3 days	720	1,440	2,160
4 days	960	1,920	2,880
5 days	1,200	2,400	3,600

Transportation  
(AED 3,000)

Transportation one way  
(AED 2,000)

# A. Admission form I



Photo	Teddy Bear Nurseries <input type="checkbox"/> Mushrif Branch <input type="checkbox"/> Al Bateen Branch <input type="checkbox"/> MBZ Branch
	Proposed start date:
	Date submitted:
	<input type="checkbox"/> Teddy Care <input type="checkbox"/> Teddy 1 <input type="checkbox"/> Teddy 2 <input type="checkbox"/> Teddy 3 <input type="checkbox"/> Teddy 4

Child Information	معلومات الطفل/ة
Name:	الإسم:
Surname:	إسم العائلة:
Nickname:	الإسم المحبب:
Date of birth:	تاريخ الميلاد:
Gender: <input type="checkbox"/> Boy <input type="checkbox"/> Girl	الجنس: <input type="checkbox"/> ذكر <input type="checkbox"/> أنثى
Nationality:	الجنسية:
Religion:	الديانة:
Child's first language:	اللغة الأم:
Other languages spoken at home:	لغات أخرى متحدثة في البيت:
Fees paid by: <input type="checkbox"/> Personal <input type="checkbox"/> Company name:	يدفع القسط المدرسي من: <input type="checkbox"/> الحساب الشخصي <input type="checkbox"/> إسم الشركة:

Parents Information	معلومات الطفل/ة
Mother: _____	Father: _____
Name:	الإسم:
Nationality:	الجنسية:
First language:	اللغة الأم:
Home tel:	هاتف المنزل:
Mobile no:	الهاتف المتحرك:
Company name:	مكان العمل:
Home address:	عنوان المنزل:
City:	المدينة:
Email:	البريد الإلكتروني:

Details of Siblings	معلومات الإخوة و الأخوات				
Name	الإسم	Date of birth	تاريخ الميلاد	School	المدرسة
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Emergency Contact	قائمة الأشخاص الذي يمكن الاتصال بهم في الحالات الطارئة						
Name	الإسم	Relationship	صلة القرابة	Mobile no.	الهاتف المتحرك:	Home/Work no.	رقم المنزل/العمل
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Please return this form to the office – Thank you

# A. Admission form II



## Authorization for Pickup

## المفوضون بتوصيل و أخذ الطفل

Your child will only be released to an authorized person listed on this form (parent/guardian and/or emergency contact)

الرجاء تزويدنا بقائمة بأسماء و عناوين الاشخاص الذين تسمحون للطفل بالمغادرة معهم في حالة حصول طارئ.

Name	الإسم	Address	العنوان	Phone no.	الهاتف

A parent/guardian's verbal authorization for pickup must be received before your child will be released to anyone not listed here. If not received, and we cannot notify you by phone, the child will not be released.

على أولياء الأمور إبلاغ الحضانة في حال تفويض شخص غير مذكور في القائمة أعلاه عدا ذلك سيبقى الطفل في الحضانة حتى وصول إخطار من الأهل.

## Your child's profile

Please note that these questions need to be answered accurately and fully so we can look after your precious child, covering all different aspects of care needed.

### Other information

Does your child use  Nappies  Toilet  Potty

Has your child attended nursery before?

Yes  No

Has your child encountered any difficulties at his/her previous nursery?  
If yes, please explain:

Yes  No

Any friends at the nursery?

Yes  No

Favorite story/toy:

Any personal favorites e.g.  Security blanket  Doll  Cup  Pacifier  Other

## Summarize your child's food restrictions / special diet / fears.

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Name of parent/guardian:

Signature:

Date:

# B. Medical form



Photo	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
	Full name:
	Date of birth:

Diseases: Has your child had any of the following conditions or diseases?					
Measles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Heart disease	<input type="checkbox"/> Yes	<input type="checkbox"/> No
German measles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Rheumatic fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Scarlet fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Kidney disease	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Whooping cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mumps	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Infectious hepatitis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chicken pox	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Convulsions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Poliomyelitis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Epilepsy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other?				<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Accidents or Operations:** If your child has had any serious accidents or operations or other health problems please explain:

**Special Educational Needs:** Is it possible that your child may require special educational needs support?  Yes  No  
If yes, please give details:

**Allergies:** Does your child have any allergies?  Yes  No  
If yes, please give details:

Does your child have any speech, hearing, vision or respiratory difficulties?  Yes  No. If yes, please give details:

How does the allergy show itself?  Asthma  Hay fever  
 Hives  Others

## Parent permission for first aid

I give the class teacher/assistant permission to apply the following on my child when the need arises:

Insect repellent  Sun screen  Diaper creams

I give the school nurse permission to apply the following on my child when the need arises:  Arnical cream (for bruising)

Fenistil cream (anti-histamine)  Calpol (fever)  Band aid  Antiseptic ointment (for grazes)

I give the nursery management permission that in the event of an accident or an illness requiring immediate medical attention, to take my child to the nearest hospital with the school nurse. In the event of my child requiring resuscitation, I give permission for the nursery to provide CPR.

Name of parent/guardian:	Signature:	Date:
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Doctor's Details	
Doctor's name:	Contact numbers:

# C. Enrolment preference



Child's date of birth: \_\_\_\_\_

Age: \_\_\_\_\_

Teddy Care  Teddy 1  Teddy 2  Teddy 3  Teddy 4

**Option A** (AED 6,500)

2 Days a week 8:00am – 2:00pm

Sun  Mon  Tue  Wed  Thu

**Option B** (AED 8,000)

3 Days a week 8:00am – 2:00pm

Sun  Mon  Tue  Wed  Thu

**Option C** (AED 9,500)

4 Days a week 8:00am – 2:00pm

Sun  Mon  Tue  Wed  Thu

**Option D** (AED 11,000)

5 Days a week 8:00am – 2:00pm

Sun  Mon  Tue  Wed  Thu

## Optional Services

We are interested in the optional services below for our child, and understand that the fees for these are charged separately from the nursery's tuition fees. (Please tick)

Extended Day after 2pm (cost per Term)			
Options	2 - 3pm	2 - 4pm	2 - 5pm
<input type="checkbox"/> 2 days	<input type="checkbox"/> 480	<input type="checkbox"/> 960	<input type="checkbox"/> 1,440
<input type="checkbox"/> 3 days	<input type="checkbox"/> 720	<input type="checkbox"/> 1,440	<input type="checkbox"/> 2,160
<input type="checkbox"/> 4 days	<input type="checkbox"/> 960	<input type="checkbox"/> 1,920	<input type="checkbox"/> 2,880
<input type="checkbox"/> 5 days	<input type="checkbox"/> 1,200	<input type="checkbox"/> 2,400	<input type="checkbox"/> 3,600

Transportation  
(AED 3,000)

Transportation one way  
(AED 2,000)

## Fee policy

### Registration Fees due on submission of Registration Pack

Registration: AED 1,500 Non-refundable

Uniform: AED 200 Non-refundable

### Fee Payments

Due dates: Term 1 full fees for the new academic year are due on the last week of term 3 of the previous academic year, term 2 full fees are due on the last week of term 1 of the same academic year, term 3 fees are due on the last week of term 2 for the same academic year.

### Other Fees – Optional services (issued upon request)

Transport fees are paid per term. Extended day fees can be paid per term at a discounted termly rate, or alternatively on a daily basis.

### Late Entry

If a child joins during the term, and a place has been reserved for the child from the beginning of the term, then the full tuition fees for the term are payable. If a child joins at any time during the term, the full amount of the registration, medical and other fees are payable. However, the tuition fee will be calculated on a pro-rata rate for that term depending on when the child had joined.

### Child Withdrawal

If a child withdraws at any time, or does not join the nursery, the fees for registration, additional services fees (extended day and transportation) and tuition fees are non-refundable. If a notice for withdrawal of a student is initiated by the Nursery, the balance of tuition fees paid will be refunded after deducting the registration. A child can withdraw from nursery by providing one full term's notice in writing to the nursery to secure a refund of the next term's tuition fee (if paid), subject to the terms and conditions noted herein, failing which that term's tuition fee in full shall be charged. The nursery reserves the right to withhold the report cards until settlement of all outstanding balances.

The nursery reserves the right to refuse re-admission unless all previous outstanding balances have been settled and if fees are not paid in the manner stated herein. The nursery reserves the right to make any changes and exceptions to its fee policy at its discretion at any time.

We, the parents of the below mentioned child hereby accept The Teddy Bear Nursery's terms and conditions listed in the above fees policy.

Name of parent/guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# D. Indemnity form



I, ..... being the lawful parent or guardian of .....  
hereby agree that: .....

The nursery, or any supervisors, teachers, assistants, officials, voluntary helpers or owners, shall have no responsibility of whatsoever nature in respect of my child:

1. Prior to actual delivery of the said child into the custody of the said teachers or officials inside the nursery grounds, or after the child has been collected from the nursery grounds by a person authorized by me to do so, on a normal nursery day.
2. Whilst on nursery grounds outside the official opening times.
3. At any other time, unless the said child is in the direct custody or control of one of the said teachers whilst on a recognized outing or function arranged by the nursery.
4. Unless the injury is caused by or has resulted from a neglectful act or omission of any employee, nursery supervisor or nursery assistant or helper authorized to act for or on behalf of the nursery.

## I hereby agree:

A. To keep the nursery, or any of its supervisors, teachers, or officials, or voluntary helpers, or owners, absolutely harmless, fully and effectively indemnified against all actions, claims, liabilities, damages, expenses, costs, charges, fees (including medical, judicial and attorneys' fees), whatsoever, which are suffered by the nursery as a consequence of any accidental injury or contraction of any virus/disease by the child.

B. To indemnify and keep indemnified the nursery in respect of any loss or damage to the property belonging to or in the custody of the nursery caused by my child.

C. The undersigned, lawful parent or guardian of the child hereby accept and agree that in case of an accident or injury occurring to or virus / disease being contracted by the child, the director, headmistress, deputy headmistress, nurse or any person in charge of the nursery, shall have full authority to take the necessary decision to ensure appropriate emergency medical treatment of my child by the nursery nurse or if necessary at a government hospital / clinic, if I cannot be reached at the emergency numbers.

This form is deemed valid for the entire duration of your child's stay at Teddy Bear Nursery.

# Exclusion of sick children policy

I, the parent/guardian of ..... understand that the nursery has a right to exclude children who are unwell or contagious to protect the health of themselves and the children around them.

I, the parent/guardian of ..... agree that I will keep my child home if they have any infections, fever over 37.8 degrees, conjunctivitis or other contagious illness. I further understand that I will notify the nursery if my child has any contagious illnesses such as strep throat, hand foot and mouth or chicken pox.

I further understand that I am required to collect my child from nursery in the event of illness within 45 minutes of the nursery calling me.

Name of parent/guardian:	Signature:	Date:
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# E. Parents security pass application



Child Name(s): As on Passport	Teddy Class

Photo	Name:
	Relation:
	Mobile number:
	Home number:

Photo	Name:
	Relation:
	Mobile number:
	Home number:

- All persons entering the nursery must have their pass visible for the security guard.
- Any person not holding a parents pass must sign in at the front gate as a visitor with a photographic ID such as a drivers license or Emirates ID.
- Only children listed on this form are able to be collected from the nursery.
- Passes must be returned when your child leaves Teddy Bear Nursery for school or other reasons.
- In the case of the pass being lost, please notify the nursery immediately.
- Please complete this form and return it to the office as soon as possible or scan it with photos and email to:  
Mushrif Branch: [admin@teddybearnursery.net](mailto:admin@teddybearnursery.net), Al Bateen Branch: [adminb@teddybearnursery.net](mailto:adminb@teddybearnursery.net),  
Mohamed Bin Zayed City Branch: [adminm@teddybearnursery.net](mailto:adminm@teddybearnursery.net)
- Please attach any additional parents / carers ID.

## Media consent form

I, the parent/guardian of ..... understand that the nursery may photograph and/or film my child in a positive light during his/her education at Teddy Bear Nursery.

I understand that these media files may be used for the nursery's online and printed publications/advertisements/social media and that these files would be the nursery's property.

Yes. I do give permission for my child to be photographed.  No. I don't give permission for my child to be photographed.

I shall inform the nursery in writing if I withdraw my consent otherwise this form is deemed valid for the entire duration of your child's stay at Teddy Bear Nursery.

Name of parent/guardian:	Signature:	Date:
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Please return this form to the office – Thank you



# Transportation form



Applicable term:

Term 1

Term 2

Term 3

Child's name:

Date of birth:

Class:

**Name**

**Phone/Mobile**

Father:

Mother:

Nanny:

**Complete Address**

Sketch:

Name of parent/guardian:

Signature:

Date:

**Please provide a car seat for your child.**

Please return this form to the office – Thank you

# Documents checklist



Name	Invoice	Receipt	Amount
Registration fee + medical fee			
Tuition fee			

Checklist	Date Received	Received by
A. Admission form signed		
B. Medical form signed		
C. Enrolment preference signed		
D. Indemnity form Signed		
E. Parents security form + photos		
F. Transportation form signed (optional)		
Copy of birth certificate		
UAE family book (Emirati Only)		
3 Colour passport photos (please write the name at the back)		
Child's passport copy		
Copy of child's UAE Residence Visa (included in child's passport)		
Copy of sponsor's / father's passport		
Copy of sponsor's UAE Residence Visa included in passport		
Company letter (if visa is under process)		
Copy of updated immunization / vaccination records		
Copy of child and parents Emirates ID		



# 2021 - 2022 Calendar

## Term I

Sunday 29 <sup>th</sup> August 2021	First day for children
Friday 29 <sup>th</sup> October 2021	Prophet's birthday
Wednesday 1 <sup>st</sup> December 2021	Martyr's Day
Thursday/Friday 2 <sup>nd</sup> or 3 <sup>rd</sup> December 2021 (inclusive)	National Day holiday *circa
Thursday 9 <sup>th</sup> December 2021	Last day of Term 1

## Winter Club

Sunday 12 <sup>th</sup> December 2021	First day of Winter Club
Thursday 30 <sup>th</sup> December 2021	Last day of Winter Club

## Term II

Sunday 2 <sup>nd</sup> January 2022	First day of Term II
Thursday 10 <sup>th</sup> and Sunday 13 <sup>th</sup> February 2022	Half Term break
Thursday 24 <sup>th</sup> March 2022	Last day of Term II

## Spring Club

Sunday 27 <sup>th</sup> March 2022	First day of Spring Club
Sunday 10 <sup>th</sup> April 2022	Last day of Spring Club

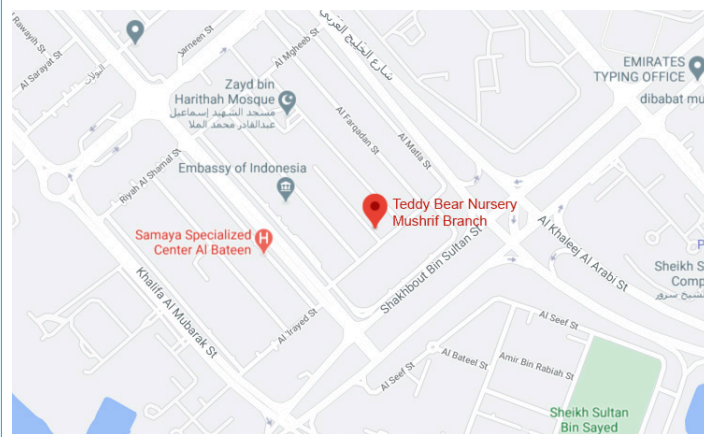
## Term III

Wednesday 13 <sup>th</sup> April 2022	First day of Term III
Thursday/Friday 12 <sup>th</sup> and 13 <sup>th</sup> May 2022	Eid Al Fitr *circa
Thursday 30 <sup>th</sup> June 2022	Last day of Term III

## Summer Club: 3<sup>rd</sup> July to 25<sup>th</sup> August 2022

Please note that the dates marked with \*circa maybe subject to change by the Ministry of Education or ADEK

# Teddy Bear Nurseries

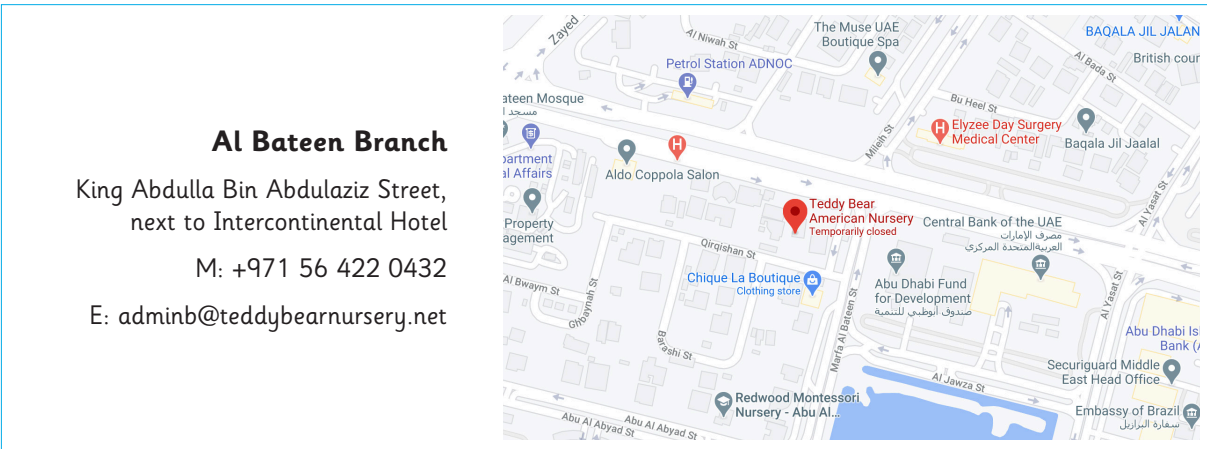


## Al Mushrif Branch

13 Ikleel Street, Abu Dhabi, UAE

M: +971 56 422 0432

E: admin@teddybearnursery.net

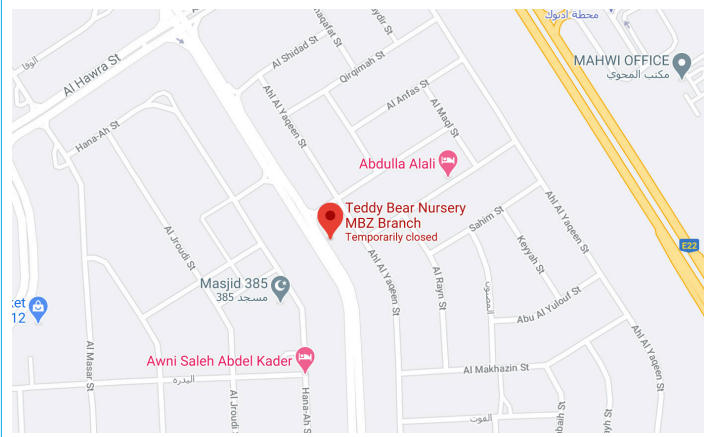


## Al Bateen Branch

King Abdulla Bin Abdulaziz Street,  
next to Intercontinental Hotel

M: +971 56 422 0432

E: adminb@teddybearnursery.net



## Mohamed Bin Zayed City Branch

City Zone 36 Plot 11,  
Abu Dhabi, UAE

M: +971 56 422 0432

E: adminm@teddybearnursery.net

